

**Missouri Valley Community Action Agency**  
**Weatherization Department**  
**1415 S. Odell Ave., Marshall, MO 65340**  
**660-886-7476 (Phone) 660-886-3398 (Fax)**

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Dear Landlord,

Your tenant, has applied for Weatherization services through **Missouri Valley Community Action Agency (MVCAA)** for their rental unit. Attached is a form authorizing **MVCAA** to audit the unit and, if the tenant and property are found eligible, install Weatherization measures that would help make the rental unit more energy efficient. Your signature is required in order for **MVCAA** to complete Weatherization services including an audit for energy efficiency and the installation of possible measures such as insulation and air sealing, health and safety (carbon monoxide and smoke detectors, ventilation fans, and clean and tune of furnace), and energy efficient lighting.

The measures to be installed will be determined after the energy audit has been performed and information has been entered into an energy audit software program. Any measure installed (other than health and safety) must meet cost-effective requirements as determined from the energy audit software program. Starting July 1, 2021, we can begin using the new 15 year rolling date for re-weatherization.

If you have information with regard to the section of the form requesting totals for all vacant/ineligible units, please provide it. If not, **MVCAA** will work with your tenants to obtain this required information. This information is required for all rental units weatherized.

Please note that there is no cost to you unless the applicant resides in a multi-family complex of five or more units per building. While there is no requirement to contribute on rentals of up to four units per building, **MVCAA encourages** you to consider a voluntary contribution that would be applied to your rental unit(s) being weatherized. This would allow **MVCAA** to reduce the cost of your rental unit(s) being weatherized and stretch funding to weatherize additional homes in **MVCAA** service area.

If you have questions regarding your tenant's application for Weatherization services, or the Landlord Agreement Form, please contact **James Burton** at **(660) 886-7476 ext. 1601** or at [burtonj@mvcaa.net](mailto:burtonj@mvcaa.net) or **Dea Hall** at **(660) 886-7476 ext. 1600** or at [halld@mvcaa.net](mailto:halld@mvcaa.net).

Thank you for considering your tenant's application for Weatherization services.

Sincerely,

*Dea Hall*

Dea Hall  
MVCAA Weatherization  
1415 S. Odell  
Marshall. MO 65340  
(660) 886-7476 ext. 1600 Fax (660) 886-3398

